

CONFIDENTIAL*1-4-2*

25X1



30 September 1960

Chief, Records Management Staff

Records Management Staff Accomplishments During Period 1 April 1960
Through 30 September 1960 for the Hull Committee

1. The following items are listed in their order of significance.

a. Conducted Agency-wide programs to promote greater records disposition effort, which brought about "do something" directives in all major operating offices, and a reduction of 8.4% in DD/I records holdings.

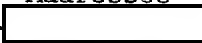
b. Made major improvements in the Agency dispatch form and procedures which will streamline dispatch preparation and handling. The new procedures will eliminate the need for over a quarter of a million of authenticating and signing officers' signatures annually. In addition, these improvements will reduce material costs by \$6,000.

c. The development of schedules in all elements of DD/P completed the vital materials program coverage for the entire Agency. Also improved procedures in the vital materials repository and reduced EAM equipment rental costs by \$7,000 a year.



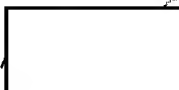
25X1

Distribution:

Orig. & 1 - Addressee
1 -  (Retained in RMS file)
1 - RMS (1-4-2)

25X1

Mgt/S/RMS/RMB



smb (30 Sept. 1960)

25X1

CONFIDENTIAL

CONFIDENTIAL

25X1

30 September 1960

25X1

Chief, Records Management Staff

Records Management Staff Accomplishments During Period 1 April 1960
Through 30 September 1960 for the Hull Committee

1. The following items are listed in their order of significance.

a. Conducted Agency-wide programs to promote greater records disposition effort, which brought about "do something" directives in all major operating offices, and a reduction of 8.4% in DD/I records holdings.

b. Made major improvements in the Agency dispatch form and procedures which will streamline dispatch preparation and handling. The new procedures will eliminate the need for over a quarter of a million of authenticating and signing officers' signatures annually. In addition, these improvements will reduce material costs by \$6,000.

c. The development of schedules in all elements of DD/P completed the vital materials program coverage for the entire Agency. Also improved procedures in the vital materials repository and reduced EAM equipment rental costs by \$7,000 a year.

25X1

CONFIDENTIAL